



CITY OF GULFPORT  
Urban Development - Planning Division  
1410 24th Avenue  
Gulfport, MS 39501  
(228) 868-5710

## APPLICATION FOR GENERAL SUBDIVISION PLAN

### Property Information

TAX PARCEL #

					-			-				●			
					-			-				●			
					-			-				●			

(If necessary, use separate sheet of paper)

For Staff Use Only

Case File #: \_\_\_\_\_

Date Received: \_\_\_\_\_

Receipt #: \_\_\_\_\_

Received By: \_\_\_\_\_

Zoning: \_\_\_\_\_

Ward: \_\_\_\_\_ Flood: \_\_\_\_\_

Size: \_\_\_\_\_

Address of Property Involved: \_\_\_\_\_

Lot(s) \_\_\_\_\_, Block(s) \_\_\_\_\_, Subdivision \_\_\_\_\_

General Location: \_\_\_\_\_

### GENERAL DESCRIPTION OF REQUEST:

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### OWNERSHIP AND CERTIFICATION:

*I hereby certify that I have read and understand this application and that all information and attachments are true and correct. I also certify that I agree to comply with all applicable city codes, ordinances and state laws. Finally, I certify that I am the owner of the property involved in this request or have authorization to act as the owner's agent for the herein described request.*

OWNER

AGENT

Printed Name Of Owner

Printed Name Of Agent

Mailing Address

Mailing Address

City State Zip code

City State Zip code

Home Phone Work/Cell Phone

Home Phone Work/Cell Phone

Email

Email

Signature Of Owner

Signature Of Agent

If the property or properties listed above have more than one owner, please check this box. In the case of multiple owners, reverse side must be completed. Each additional owner will need to complete and sign the reverse side of this application. We can only accept applications with original signatures.

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**SECTIONS A. THROUGH G. MUST BE SUBMITTED FOR A COMPLETE APPLICATION.**

This page must be completed if the property or properties involved have more than one owner. All persons listed as owners to the property or properties listed on page one must complete and sign this part of the application.

*I hereby certify that I have read and understand this application and that all information and attachments are true and correct. I also certify that I agree to comply with all applicable city codes, ordinances and state laws. Finally, I certify that I am the owner of the property involved in this request or authorized to act as the owner's agent for herein described request.*

NAME OF OWNER (PRINT) \_\_\_\_\_

ADDRESS (STREET, CITY, STATE, ZIP CODE) \_\_\_\_\_

PHONE # (H) \_\_\_\_\_ (W) \_\_\_\_\_

TAX PARCEL NUMBER(S) OWNED \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

NAME OF OWNER (PRINT) \_\_\_\_\_

ADDRESS (STREET, CITY, STATE, ZIP CODE) \_\_\_\_\_

PHONE # (H) \_\_\_\_\_ (W) \_\_\_\_\_

TAX PARCEL NUMBER(S) OWNED \_\_\_\_\_

SIGNATURE \_\_\_\_\_

NAME OF OWNER (PRINT) \_\_\_\_\_

ADDRESS (STREET, CITY, STATE, ZIP CODE) \_\_\_\_\_

PHONE # (H) \_\_\_\_\_ (W) \_\_\_\_\_

TAX PARCEL NUMBER(S) OWNED \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

(Use additional forms as needed)

IN CASES OF MULTIPLE APPLICANTS, PLEASE IDENTIFY THE PERSON WHO WILL BE ACTING AS YOUR SPOKES  
PERSON/AGENT FOR YOU: \_\_\_\_\_

## IMPORTANT NOTICE

1. Please be advised that failure to submit a complete application, with all supporting documents, could **delay your hearing date**. The Planning Commission will not consider a request until all information is submitted and accurate.
2. Please be advised that the application deadline dates posted are designed to allow the staff time to review the application and receive required comments from coordinating agencies. The application is not considered complete until all required information from the applicant is available for review by the staff and coordinating agencies.
3. Please see page 6 to determine the deadline dates for filing your application.

## SUBMISSION REQUIREMENTS

- A. **Page one of this application, completed and signed.**
- B. **Proof of ownership** (Copy of deed or affidavit)
- C. If applicable, notarized proof of **authority to act as agent** for owner (board resolution, etc.)
- D. The City of Gulfport Planning Division Staff will notify, by letter, property owners adjacent to the requested action identified in this application using the Land Roll database from the County Tax Office. If you would like to have additional persons or property owners notified, please provide a list of **additional persons to be notified.**
- E. **Specification requirements:**

The General Plan will be submitted in six black line copies in a sheet size no larger than **18 by 24 inches** and one copy no larger than **11 by 17 inches**. Where necessary, the plan may be on several sheets accompanied by an index sheet showing the entire subdivision. Two electronic versions of the general plan shall also be provided with the application in the form of an AutoCad .DWG file or .DXF 16-bit file.

*The General Plan shall contain the following information:*

- ***Location map.*** A diagram showing the location of the proposed subdivision.
- ***Survey data.*** The boundary line of the subdivision with length and bearing of lines; section and corporation lines; contours at intervals of one (1) foot, based on a datum plan approved by the city engineer; where contours will not provide adequate information for drainage determinations, spot elevations in sufficient number to show drainage conditions shall be given.
- ***Miscellaneous data.*** Present tract designation according to the records of the county chancery clerk; the title or name under which the proposed subdivision is to be recorded, with name and address of the owner and the subdivider; notations giving scale, (true) north arrow, datum, benchmarks, date, (sic) engineer or land surveyor.
- ***Streets.*** The name, right-of-way width and location of streets and other public ways on and adjacent to the tract; the type, width and elevation of surfacing; any legally established centerline of elevations; walks, curbs, gutters, culverts and similar features; the name, right-of-way width and location of proposed streets, with their approximate grades and gradients, and similar data for alleys, if any.
- ***Lots and blocks.*** Lot lines, lot numbers and block letters, tabulation stating gross and net acreage of the subdivision, acreage of existing and proposed public areas within the tract, number of residential lots, typical lot size and lineal feet of proposed streets.
- ***Nonresidential sites.*** Sites to be reserved or dedicated for parks, recreation areas, schools or other public uses; sites, if any for multi-family dwellings, shopping centers, churches, industry or other non-public uses exclusive of single-family dwellings.
- ***Utilities.*** The location, size and invert elevation of sanitary and storm sewers; the location and size of water mains; the location of gas lines, fire hydrants, approximate locations of utility poles and streetlights; if water mains are not on or adjacent to the tract, the direction and distance to, and the size of, the nearest ones, showing invert elevation of sewers; the location of proposed utilities, if not shown elsewhere.
- ***Easements.*** The location, width and purpose of existing and proposed easements.

- **Building setback lines.** Minimum building setback lines.
- **Adjoining land.** The approximate direction and gradient of the ground slope, including any levees or embankments; the character and location of buildings, railroads, power lines, towers and other nearby residential land uses or adverse influences; and names of recorded subdivision plats of adjoining platted land by record name, date and number and the names of record owners of adjoining unsubdivided land.
- **Other existing conditions.** The locations of watercourses, marshes, wooded areas, insolated preservable trees one (1) foot or more in diameter, buildings or structures and other significant features on the tract.
- **Proposed public improvements.** Highway or other major public improvements planned by public authorities for future construction on or near the tract.
- **Flood zone designations.** The location of all flood zone designations as shown on the latest Flood Insurance Rate Map.
- **Street names.** Street names must be provided on the General Plan and shall be coordinated with the City's E-911 representative. Street names shall conform to E-911 policies.

Modifications Requested: Identify any variations from the subdivision regulations and state what is preventing you from meeting the standards or requirements of the regulations.

**F. Attendant items:** The general subdivision plan shall be accompanied by the following items:

- **Protective covenants.** A draft of the protective covenants whereby the subdivider proposed to regulate land use in the subdivision and otherwise protect the proposed development.
- **Engineering plans.** Profiles showing existing ground surface and proposed street grades, including extensions for a reasonable distance beyond the limits of the proposed subdivision; typical cross sections of the proposed grading, roadway and sidewalk; and preliminary plan of sanitary and storm water sewers with grades and sizes indicated. All elevations shall be based on a datum plan that is mean gulf level.
- **Subsurface conditions report.** A report on the location and results of tests made to ascertain subsurface soil and groundwater conditions;

depth groundwater, unless tests pits are dry at a depth of five (5) feet; location and results of soil percolation tests if individual sewerage disposal systems are proposed.

**G. Cash or check** payable to the City of Gulfport in the amount of **\$175.00 plus \$5.00 for each lot.**

## **STORM WATER REQUIREMENTS**

Mississippi Department of Environmental Quality requires the issuance of Storm Water Permits in accordance with the provisions of the Mississippi Water Pollution Control Law (Section 49-17-1 et seq., Mississippi Code of 1972).

There are currently two types of permits: 1) Small Construction Activities that Disturb One (1) Acre to Less than Five (5) Acres; and 2) Large Construction General Permit (five (5) acres or more).

If you are not familiar with these requirements, our office has available the referenced permit packages. Our office does not issue the permit. We do require that any individual , partnership, company, corporation, etc., that is requesting the issuance of a building permit , tree permit, or any type of action from our Planning Commission or Zoning Board of Appeal and Adjustment, which has been identified and applies to the Mississippi Water Pollution Control Law, be provided with and acknowledge receipt of the Small Construction General Permit Packet or Large Construction General Permit Packet, before final action can be taken by this Department.

If you need additional information on these permits, please contact Mississippi Department of Environment Quality (MDEQ) at (601) 961-5171 or [www.deq.state.ms.us](http://www.deq.state.ms.us).